

STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY ACT

STATE OF WASHINGTON

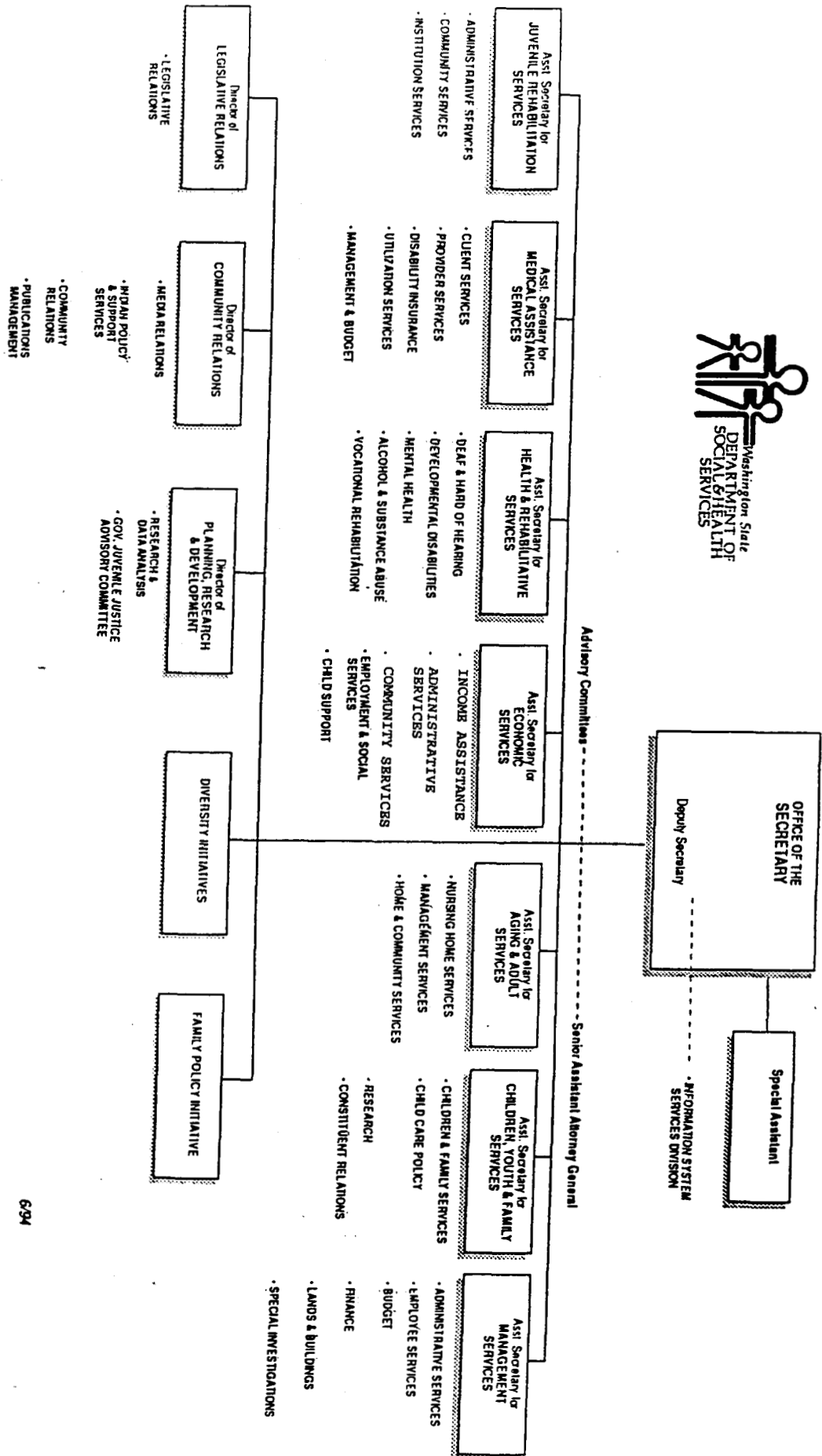
The Department of Social and Health Services (DSHS) is the Single State Agency which administers the Title XIX program in the State of Washington.

DSHS is responsible for the provision of social and health service programs in the state. These services include medical and financial assistance, institutional care, rehabilitation and/or other social and health services.

DSHS is responsible for administering the medical assistance program which provides for medical, dental and other health-related services to eligible clients. These clients include recipients of money grants and clients who are ineligible for money grants but with insufficient income to provide for needed health care.

TN # 94-09
Supersedes
TN # 90-25

Approved 10/12/94 Effective 7/1/94



DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW

JUVENILE REHABILITATION SERVICES

ADMINISTRATIVE SERVICES

Provides oversight for services to the state's committed juvenile offender population. Services include: contracting with all of the state's juvenile courts to provide an array of services to pre and postcommitted youth; operating five institutions and seven state-operated group homes; contracting for community residential placement, and court operated community alternative placement; and operating intensive substance abuse programs and residential programming for sex offenders and the mentally ill residents.

COMMUNITY SERVICES

Community Services contracts for Consolidated Juvenile Services (CJS) a partnership between the state, county, juvenile courts, and the private sector. Services include diversion, diagnosis, probation supervision, counseling, drug/alcohol assessment/treatment, vocational training, sex offender treatment, etc. JRA operates Group Homes and Community Residential Placements (CRP) to provide custody and treatment to male committed juvenile offenders. Youth attend public school, learning centers, or work in the community. Parole Services and Learning Centers for youth unable to re-enter public schools are operated with cooperation of local school districts.

INSTITUTION SERVICES

The Juvenile Rehabilitation Administration (JRA) operates three institutions and two forestry camps to provide secure custody and treatment for juvenile offenders. A third forestry camp is scheduled to be opened in December of 1994.

In addition to basic education, vocational, health, offense-specific treatment, and recreational programs, the institutions and camps provide offenders with a variety of unique treatment/program alternatives.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

MEDICAL ASSISTANCE SERVICES

Makes necessary health care services available to recipients of income assistance, SSI beneficiaries, and eligible persons with low incomes who do not qualify for income assistance. See complete breakdown under ATTACHMENT 1.2 B, Medical Assistance Administration.

HEALTH AND REHABILITATIVE SERVICES

DEAF AND HARD OF HEARING

Provides services to improve the quality of DSHS services and communication to ensure a better life for individuals who are deaf, hearing impaired, hard of hearing, deafened and deaf blind. Services include an advisory committee on deafness with community participation, information and referral services, consultation and technical assistance to other agencies, deaf awareness training and workshops, distribution of telecommunication devices, on loan, to all qualified individuals, implementation of a statewide telephone relay system, and training to alcohol and drug treatment centers regarding treatment of deaf clients.

DEVELOPMENTAL DISABILITIES

Provides services and support which offer opportunities for personal growth and development to persons who are developmentally disabled. Services include personal care services; case management; community residential services which include supportive living; group homes; intermediate care facilities for mentally retarded; residential habilitation centers; family support which includes respite care; attendant care and therapeutic and other professional support services; county contracted employment and training services which include Child Development Services, pre-vocational and employment services, and community access.

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DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

ECONOMIC SERVICES

INCOME ASSISTANCE

Develops policies and procedures for equitable, efficient, legal and timely administration of assistance program that provides basic necessities to eligible persons throughout the state. The goals are to maximize the services and financial support available to its clients; assure that racial, language and cultural differences are not barriers to the clients and/or staff; promote partnerships with the private sector, develop productive and well-trained staff; and maximize program management and enhance program monitoring.

Major program elements are Aid to Families with Dependent Children (regular and employable), General Assistance (unemployable and pregnancy), Emergency Assistance, Telephone Assistance, State supplementation of SSI, Opportunities in training and job placement and Food Stamps.

COMMUNITY SERVICES

Determines eligibility for and provides public assistance, grants, medical assistance, and some social services to DSHS clients. These services are provided through an organization of six geographic regions, each having Community Service Office (CSOs) with catchment areas defined by county and/or zip code. As of January 1993, there are 42 primary and 15 branch offices and 7 outstations throughout the state.

ADMINISTRATIVE SERVICES

Automation Services - Application analysis design development maintenance; Mainframe and LAN operations, technical support, maintenance, testing; Automation policy development; and Community Services Offices PC project.
Fiscal Services - Budget and allotment development and monitoring; Fiscal reports and analysis, Fiscal Audits and Administrative and contract payments.
Operation Support Services - Facilities planning/operations; Field operations support; Inventory control; Operation and Internal audits; staffing analysis and allotment and Food Stamp direct mail.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

EMPLOYMENT AND SOCIAL SERVICES

Helps clients obtain self-sufficiency through employment. Fifty-five percent of the funds are targeted for: Members of a family in which the youngest child is within two years of being ineligible for AFDC because of age; Custodial parents under the age of 24 who have not completed high school or GED; Custodial parents under the age of 24 with little or no work experience in the preceding year, and Clients who have received AFDC for 36 of the preceding 60 months.

Services include: Orientation, self-sufficiency planning, job readiness activities, job search, basic and post secondary education, work and community work experience, on-the-job training, work supplementation with employers, child care, support services, i.e., transportation, testing, tools, fees, books, clothing, etc.; Twelve months transitional child care and medical; and social services, i.e., assessments, arrangements, counseling, referrals, etc.

Refugee Assistance promotes economic independence and self-sufficiency for refugees within the shortest period possible after entrance into the state. Services include financial and medical assistance, health assessment, social services, case management, English language and vocational training, counseling and evaluation, foster care to unaccompanied minors, employment support program and services and bilingual services.

CHILD SUPPORT

Conservation of state funds by imposing financial liability upon responsible parties and by ensuring that responsible parents meet their obligation to support their dependent children thereby helping to maintain financial independence without need of public assistance.

Support Enforcement is responsible for establishing, modifying and collecting child support on behalf of public assistance and non-assistance program participants, paternity establishment, collecting reimbursement for foster care services, establishment and enforcement of health insurance requirements for dependent children.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

AGING AND ADULT SERVICES

NURSING HOME SERVICES

Promotes quality of care, quality of life and human rights for residents living in nursing homes.

Program services include annual inspections to determine compliance with state and federal requirements; utilization review; planning development of policies aimed at a resident-oriented delivery system; participation in quality assurance programs; and development of services that are an integrated part of the long-term care system.

MANAGEMENT SERVICES

Develops, implements and monitors an equitable cost-related reimbursement system; Determines a unique daily rate each year for each nursing home certified for Medicaid participation; and Conducts an individual year-end settlement for each Medicaid certified nursing home.

HOME AND COMMUNITY SERVICES

Social workers and community nurses are located in 43 local communities to assess elderly and disabled adults' need for long-term care services. Staff develop a service plan and authorize such services for eligible individuals. They investigate reports of abuse, neglect, exploitation, or abandonment of older person and disabled adults and make referral to the police, Assistant Attorney General, court and social services agencies. Appropriate services are provided to those who are vulnerable to abuse.

Long-term care services authorized and/or provided include: on-going case management services for clients under age 60 in the community and for residential care clients age 18 and over, Title XIX Personal Care, Community Options Program Entry System (COPEs), Chore Services, Adult Family Home, Assisted Living, Congregate Care - Regular, Nursing Facility care, Nursing Home Discharge Allowance, Medical Institution Income Exemption, and Information and Referral.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

Contracts with Area Agencies on Aging (AAA). Washington is divided into 13 planning and service areas with one AAA located in each area. Each AAA develops, supports and maintains the aging network within their area.

CHILDREN, YOUTH AND FAMILY SERVICES

CHILDREN AND FAMILY SERVICES

Promotes and seeks to ensure the safety and protection of children through direct services and in partnership with community-based public and private organizations. DCFS provides family-focused, culturally-relevant services to children and families. Services are directed toward keeping the family unit together and include in-home child protective services, family reconciliation services, home based services and adoption services, out-of-home interim care service, family foster care, foster care family support, group care, child placing agencies, and interstate compact, victims protective services, law enforcement, independent living skills, NCCAN grants, public health prevention and early intervention, family home support, Public Health prevention and early intervention, pregnancy enhancement, First Steps and Children's Health.

CHILD CARE POLICY

By the year 2000 it is expected at 75% of mothers of minor children will be in the paid labor force. Child care is a becoming a basic family need. Services include: Child Day Care Subsidy Programs; Licensing of family child care home, foster family homes, child care centers, mini-child care centers, child placing agencies, residential group care facilities, day-treatment programs and maternity services; Early childhood services systems; Homeless child care; Employer supported child care; Child care training; Child care coordinating; and Crisis Nursery Services.

RESEARCH

Conducts research and evaluation projects on various questions of policy and program interest. New knowledge and information of issues related to public agency services to children provides an opportunity for improving policies and programs.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

CONSTITUENT RELATIONS

Responds to complaints, questions and concerns from constituents. Refers issues to the most local level possible. Concerns and complaints not resolved at the local and regional level are handled by a panel review in this office.

MANAGEMENT SERVICES

ADMINISTRATIVE SERVICES

Provides services to divisions, regions, clients, vendors and the general public. These services include administrative hearing reviews, contracts, procurement and materials management, issuance control, mail and reproduction services, fiscal and program audits, social service vendor payments, public records retention and disclosure, vendor dispute resolution and regulation processing.

EMPLOYEE SERVICES

Provides support services to departmental programs in carrying out basic personnel functions. These services include, personnel service and consultation to managers and employees, classification and pay, labor relations, affirmative action and non-discrimination plans, payroll, organization and employee development, risk management, career executive programs, wellness programs.

BUDGET

Responsible for the development and management of the DSHS' budgeting, accounting and productivity improvement initiatives. Program services include operating budget, capital budget, policy analysis and forecasting, fiscal analysis and legislation, accounting services, employee suggestions and employee recognition programs, productivity analysis, management consultation and technical assistance.

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DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

FINANCE

Accounting Services assures strong fiscal management of department finances consistent with Federal and State regulations. Cultivates accurate and timely financial and managerial information, and promotes sound business practices.

The Office of Financial Recovery (OFR) has the delegated responsibility for identification, collection and enforcement of obligations owed DSHS. Funds collected offset DSHS expenditures. Services include collection of client and vendor overpayments, cost of care in state facilities, third party claims and fees.

LAND AND BUILDINGS

Plans and manages all leased facilities housing DSHS staff. Designs and supervises, in conjunction with the Department of General Administration, all relocation and physical reorganizations for the department.

SPECIAL INVESTIGATIONS

Assist, preserve and protect the mission of the department by ensuring that fraud and misconduct are held to a minimum. Investigates recipient fraud; refers cases of benefit fraud to county prosecutors; Conducts authorized administrative and criminal investigations involving employees and vendors within DSHS.

LEGISLATIVE RELATIONS

Services include the State Legislative and Executive Branch Legislative agendas and development of strategies.

COMMUNITY RELATIONS

Services include Media Relations, Indian policy and support services, Community Relations, and Publications Management.

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DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

PLANNING, RESEARCH AND DEVELOPMENT

Services include Research, Data Analysis, Executive Management Information, Governor's Juvenile Justice Advisory Committee and other special projects.

DIVERSITY INITIATIVES

Promoting the recognition of the power and strength of human diversity the department can provide caring, quality service to all clients.

FAMILY POLICY INITIATIVE

Families frequently have multiple and interrelated needs. To serve these families effectively requires that we consider their needs holistically. This program strives to achieve greater collaboration among public and private programs with focus on specific outcomes.

OFFICE OF THE SECRETARY

Services also include constituent relations and the Victim Witness program.

INFORMATION SYSTEM SERVICES

Provides information technology services to DSHS divisions and offices. These information technology services are intended to support field staff in the direct provision of social and health services to clients of the agency, and headquarters staff in their management of agency programs. These services include management of agency data, voice and data communication networks, information technology hardware, information systems software, information system security, electronic handling of funds, contracts for information system services, information technology projects. Provide support for end-users of technology and computer support services. Perform information retrieval.